OFFICE OF
EDUCATION TECHNOLOGY
(OET)

TECHNOLOGY
ACTIVITY REPORT
(FORMERLY UNMET NEEDS REPORT)

FISCAL YEAR 2005

GUIDE TO COMPLETING THE TECHNOLOGY ACTIVITY REPORT (AKA UNMET NEED REPORT)

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TECHNOLOGY ACTIVITY REPORT
JULY 2005

PURPOSE

These instructions are to guide you through the creation of the Technology Activity Report. The TECHNOLOGY ACTIVITY REPORT is generated from MUNIS if commodity codes were used during FY 2005. The TECHNOLOGY ACTIVITY REPORT should be sent by KYTRANSFER. If commodity codes were used during FY2005, but minor changes to the report are needed due to adjustments or errors, please see GUIDE TO MANUALLY CORRECT MUNIS REPORT. Once the corrections are complete, email the report to Kim Duvall (Kim.Duvall@education.ky.gov). If commodity codes were not used during FY 2005, use the Technology Activity Report spreadsheet template to produce the report. See the GUIDE TO COMPLETE MANUAL ACTIVITY REPORT. This report is to be emailed to Kim Duvall (Kim.Duvall@education.ky.gov).

The following section is copied from the KDE/MUNIS Website.

DESCRIPTION

The KETS (Kentucky Education Technology System) Technology Activity Report *is run from a program written specifically for Kentucky Department of Education(KDE). This program allows the school districts to print a standard commodity report for the technology purchases using the standard commodity codes for such items. The requirement is for the* **Technology Activity** *Report to be submitted to KDE by all Kentucky School Districts. The purpose of the report is to report technology expenditures to fulfill Phase II of the KETS Master Plan. This report has the option to allow for both printed and magnetic media output*

GENERATING THE TECHNOLOGY ACTIVITY REPORT

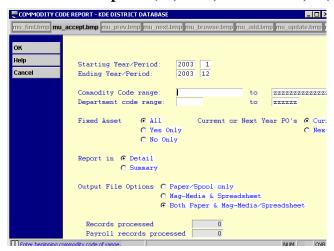## To Generate a Technology Activity Report, Select:

FINANCIALS

> General Ledger Menu
>> Inquiries & Reports Menu
>>> State Wide Reporting
>>>> Kets Unmet Need Report

1. Select **Define** from the Ring Menu.

2. Enter the **Fiscal Year for the report. (ie., 2005, 01 and 2005, 12)**


```
*Starting Year/Period equals July-(Period 1)
*Ending Year/Period equals June-(Period 12)
```

3. The default information will not need to be changed.

4. Click **OK** to select all commodity code amounts.

> **NOTE:**   There is a delay while the amounts are processed.

> **NOTE: Magnetic media and spreadsheet files for the TECHNOLOGY ACTIVITY REPORT are required by KDE. These two files are required to be spooled on the server in order for the KYTRANSFER to be accomplished.**

Select **the printer icon to output the file. Spool the file.**

A spreadsheet file is created which can be pulled into excel. This spreadsheet file is also being transferred to KDE.

You must Spool the pokycomm report to create the Technology Activity Report. This hard copy is created for district use.

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5. Use option 15 on the KYTRANSFER to submit the files (both files) to KDE.

```
pboyd@170.183.251.74:0                                                    _ □ ×

    ****************************************************************************
    * This  utility was developed  by the  Kentucky Department of Education.  Any *
    * unauthorized  use, distribution or modification  in any manner without the   *
    *          expressed written permission of KDE is strictly prohibited.        *
    * Copyright 2000                                          menu:2001:05252001 *
    ****************************************************************************

     MUNIS APPLICATIONS MENU        ASSOCIATED UTILITIES
     -----------------------        -------------------------------------------
     1) MUNIS GUI Live System         C) Change Password......change Unix password
                                      P) Printer Utility......manage printers
     2) MUNIS GUI Test System         K) kytransfer Utility...send files to Frankfort

     3) Jefferson Testdb              E) kyeis Utility........EIS administration
     L) Logoff Unix Server


     Please Make Selection: █




Start    Inbox - ...   Window...   pboyd...   Homer - ...   KETSUN...           9:33 AM
```
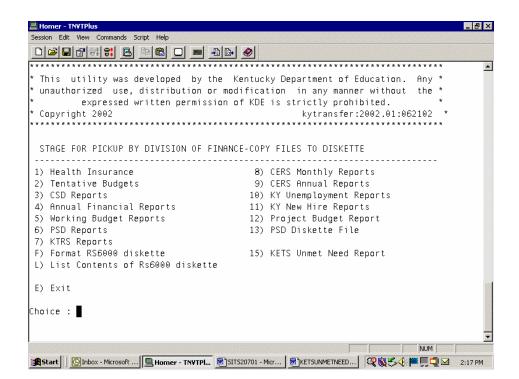
```
Homer - TNVTPlus                                                          _ □ ×
Session  Edit  View  Commands  Script  Help

****************************************************************************
* This  utility was developed  by the  Kentucky Department of Education.  Any *
* unauthorized  use, distribution or modification  in any manner without  the *
*          expressed written permission of KDE is strictly prohibited.        *
* Copyright 2002                                      kytransfer:2002.01:062102  *
****************************************************************************


 STAGE FOR PICKUP BY DIVISION OF FINANCE-COPY FILES TO DISKETTE
 --------------------------------------------------------------------
1) Health Insurance                8) CERS Monthly Reports
2) Tentative Budgets               9) CERS Annual Reports
3) CSD Reports                     10) KY Unemployment Reports
4) Annual Financial Reports        11) KY New Hire Reports
5) Working Budget Reports          12) Project Budget Report
6) PSD Reports                     13) PSD Diskette File
7) KTRS Reports
F) Format RS6000 diskette          15) KETS Unmet Need Report
L) List Contents of Rs6000 diskette

E) Exit

Choice : █



                                                              NUM
Start    Inbox - Microsoft ...   Homer - TNVTPl...   SITS20701 - Micr...   KETSUNMETNEED...        2:17 PM
```

COMPLETING MANUAL TECHNOLOGY ACTIVITY REPORT

PURPOSE
An Excel spreadsheet template has been designed to allow school districts that have not used purchase orders in MUNIS and entered commodity codes when doing so, to report activity for the purpose of determining technology spending for fiscal year 2005. This same Excel spreadsheet is also to be used, if payroll dollars are not pulled to the MUNIS report. All of this information is a requirement for eligibility to receive fiscal year 2006 KETS Offers of Assistance.

FUNCTIONALITY
The Excel spreadsheet template is designed for total payroll data to be entered in the "**PAYROLL**" spreadsheet and **all** commodity transactions to be entered in the "**DETAIL**" spreadsheet. The "**SUMMARY**" spreadsheet uses the information entered in the "**PAYROLL**" and "**DETAIL**" to calculate the commodity code totals in the "**SUMMARY**" spreadsheet. The "**SUMMARY**" spreadsheet is your **ACTIVITY REPORT** for fiscal year 2005. The data for the "**DETAIL**" spreadsheet for the payroll entries is provided by the MUNIS pokycomm report where appropriate. All adjustments to the report must be made through the "**DETAIL**" and "**PAYROLL**" spreadsheets.

NOTE. If commodity codes are copied from another document, that information must be entered as **"TEXT"** type data. If copied from another Excel spreadsheet the default data type is "General" and will not work with the calculations in the spreadsheet.

PAYROLL SPREADSHEET

The MUNIS pokycomm report will calculate total payroll dollars paid employees working with technology **only if payroll for these employees has been charged to the org/obj/project combinations found in the Payroll Combinations Chart below**. Therefore, districts not using purchase orders in MUNIS and entering commodity codes must **still** run and print the MUNIS pokycomm report (See instructions above) to capture payroll data **if the combinations have been used**. The totals, by commodity code, of the payroll amounts must be entered into the **"PAYROLL"** spreadsheet (KETS PAYROLL DOLLARS and OTHER PAYROLL DOLLARS). The other amounts are calculated fields from the "**PAYROLL**" sheet or from the "**DETAIL**" sheet. The totals are then used in the totals on the "**SUMMARY**" sheet.

School Finance provided a list of org/object/project combinations that indicate certain commodity codes to be impacted **(See Payroll Combinations Chart below)**. The following combinations show how the MUNIS report is generated. **If different org/object/project combinations were used in the payroll system, then manually calculate payroll dollars not calculated by MUNIS and add them to the payroll**

dollars calculated by MUNIS. Additional payroll dollars must be allocated to the commodity codes as defined below. Additional entries for payroll must also be entered in the **"DETAIL"** spreadsheet in order to balance the two spreadsheets.

PAYROLL COMBINATIONS

				Column for Report	
ORG	**OBJ**	**PROJECT**	**Commodity Code**	**KETS**	**OTHER**
0012098	0110	162X	310-23-185	X	
0012098	0111	162X	310-23-185	X	
0012098	0130	162X	310-23-185	X	
0011098	0110		310-23-185		X
0011098	0111		310-23-185		X
0011098	0130		310-23-185		X
0012100	0130	162X	310-21-230	X	
sch2100	0130	162X	310-21-220	X	
sch2053	0580	162X	310-35-210		
	thru	thru			
	0589	162X	310-35-210	X	
sch2053	0110	162X	310-64-210		X
	thru	thru			
sch2053	0113	162X	310-64-210	X	
Any Org	0120	162X	310-64-210	X	

NOTE: Commodity Codes 310-21-220 and 310-21-230 are no longer associated with payroll dollars. These codes now reference expenditures for hardware maintenance purchased as outsourced labor and parts. If the payroll combination of 0012100/0130/162X or sch2100/0130/162X were used, then those amounts must be manually deleted from the relevant commodity code and manually added back to the commodity code for either District Technician (310-24-185) or School Technician (310-25-185).

NEW COMMODITY CODES AS OF FY 2005

New commodity codes were added effective 7/1/2004. There are no **org/object/project combinations** that will pull the payroll dollars that can be associated with these new commodity codes. See the following listing to know which payroll dollars spent for positions that are associated with the new commodity codes require being manually added.

COMMODITY CODE	**JOB DESCRIPTION**
310-24-185	DISTRICT TEHNICIAN
310-25-185	SCHOOL TECHNICIAN
310-26-185	DISTRICT TECHNLGY RESOURCE TEACHER
310-27-185	SCHOOL TECHNLGY RESOURCE TEACHER
310-28-185	SCHOOL TECHNOLOGY COORDINATOR
310-65-190	STLP PROGRAM SUPPORT

DETAIL SPREADSHEET

To complete the "**DETAIL**" spreadsheet, all purchase orders or invoices for technology purchases must be located. If appropriate org/object/project combinations have not been used, the warrants that contain the payroll data must be located and the amounts entered into the detail section of the spreadsheet.

NOTE: ON THE FIRST LINE OF THE DETAIL SPREADSHEET, ENTER THE DISTRICT NAME IN CELL C1 AND THE DISTRICT NUMBER IN CELL G1.

COLUMN A (COMM) – Enter the appropriate commodity code in xxx-xx-xxx format.

COLUMN B (ACCOUNTS PAYABLE PO) –Enter PO number.

COLUMN C (ENC NOT PAID, ENC TYPE KETS) –Enter ENC if the PO is encumbered and the encumbrance type is KETS. Otherwise this field must be blank.

COLUMN D (ENC NOT PAID, ENC TYPE KETS) –Enter ENC if the PO is encumbered and the encumbrance type is **NOT** KETS. Otherwise this field must be blank.

COLUMN E (ACTUAL INVOICE, TYPE KETS) –Enter INV if the invoice is paid and the expenditure type is KETS. Otherwise this field must be blank.

COLUMN F (ACTUAL INVOICE, TYPE OTHER) –Enter INV if the invoice is paid and the expenditure type is **NOT** KETS. Otherwise this field must be blank.
NOTE: If this is a purchase, there must be an entry in Column C, Column D, Column E or Column F.

COLUMN G (PAYROLL, RUN TYPE-WARRANT) –Enter the payroll run type and warrant number if this is a payroll entry. Otherwise this field must be blank.

COLUMN H (PO/INVOICE/PAYROLL DATE) –Enter the date of the PO, invoice or payroll as appropriate. This data must always be entered.

COLUMN I (UNITS) – Enter the number of units encumbered on the PO or the number of units paid on the invoice. If a payroll warrant this field should be blank.

COLUMN J (AMOUNT) - Enter the amount encumbered on the PO, the amount paid on the invoice or the amount of the payroll warrant. This data must always be entered.

MANUALLY CORRECTING the TECHNOLOGY ACTIVITY REPORT CREATED in MUNIS

PURPOSE

If the MUNIS generated report retrieved information from the district's MUNIS files but some of the Purchase Order records required corrections to unit totals or dollar totals due to adjustments to be made, or the Payroll dollars for KETS were not charged to the Org/Object/Projects in the program, use these procedures to download the report from MUNIS to an Excel format to allow performing manual adjustments. Use the following procedures to manually adjust and then submit the Excel spreadsheet.

PROCEDURES

The instructions below pertain to taking the spreadsheet copy of the Report off of the RS6000 and placing it onto the user's C: drive(Hard Drive). If you have problems with **Step 1**, please contact the KETS Help Desk at 866-538-7435.

1) ftp the file off the rs6000

At the work-station, select Start.
> On the window that appears, Select RUN.

>> Type **COMMAND** in the box displayed and Press enter.

> On the second window that appears, type **cd temp** and Press enter.
>> Type **ftp (ip address of rs6000)** and Press enter.
>> **For example: ftp 170.123.456.789**

> From the prompt, type in your user name and Press enter.
>> **For example: bthrifty**

> From the prompt, type in your MUNIS password and Press enter.
>> **For example: gotcha**

> Once you are in the rs6000, type **asci** and Press enter.

>> Type **cd /fms/munis/spooldir** and Press enter.

>> Type **get KETSDDD.xxx (where DDD is the district number and xxx is the sequential number)** and Press enter.

>> Type **quit** and Press enter.

>> Type **exit** and Press enter.

The file is on the c:\temp\ drive. Retrieve it using Excel. This will create the Excel spreadsheet to be emailed.

Adjust the Excel spreadsheet to reflect the correct units or the correct dollar totals by commodity code.

Save and email the corrected Excel SPREADSHEET to Kim Duvall at (Kim.Duvall@education.ky.gov).

Kentucky Department of Education